



## Terms of Reference Project Evaluation

<b>Activity name</b>	Emergency Response Providing Essential Food Assistance and WASH Services for Populations Affected by Multiple Shocks in Kandahar, Uruzgan and Daykundi Provinces of Afghanistan
<b>Implementing partner</b>	Medair
<b>Consultant Involvement</b>	<ul style="list-style-type: none"> <li>• Submit evaluation proposal (as per application guidelines)</li> <li>• Conduct document review.</li> <li>• Submit Inception Report</li> <li>• Finalize data collection tools.</li> <li>• Lead data collection, data management, quality assurance (through verification and triangulation) and analysis</li> <li>• Submit evaluation report</li> </ul>
<b>Period of Performance</b>	May 1, 2022 – October 31, 2023
<b>Active Geographic Region</b>	Uruzgan and Daykundi Provinces of Afghanistan <i>(Kandahar Province was included in the original project proposal but all activities were later transferred to Uruzgan with the donor’s agreement due to implementation challenges)</i>

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**List of Abbreviations**

BBS	Beneficiary Based Survey
BHA	Bureau of Humanitarian Affairs
DAIL	District department of Agriculture Irrigation and Livestock
DCD	Deputy County Director
FGD	Focus Group Discussion
GSO	Global Support Office
HH	Household
IDP	Internally Displaced Persons
ITT	Indicator Tracking Table
KPC	Knowledge, Practice, Coverage
KII	Key Informant Interviews
MEAL	Monitoring Evaluation Accountability and Learning

MoEc	Ministry of Economy
ODK	Open Data Kit
PC	Project Coordinator
PLW	Pregnant Lactating Woman
PM	Project Manager
PwD	People with Disability
SOP	Standard operation procedure
SPSS	Statistical Package for the Social Sciences
ToR	Terms of Reference
WASH	Water Sanitation and Hygiene

## 1. Introduction

Medair is an international humanitarian organization that provides a range of emergency relief and recovery services in health, nutrition, Food Security, and water, sanitation and hygiene (WASH). As signatories of the International Committee of the Red Cross and Red Crescent Code of Conduct, we believe that aid should be given to everyone who is in need, and not be used to further a particular political, social or religious viewpoint. The needs of the people we serve are our utmost consideration. For that reason, we pursue the highest professional standards of quality, accountability and sustainability and carry out our projects in close connection with communities, listening to their needs, and supporting improvements and training for the future.

### 1.1 Description of the Project Activity

Medair has been operating in Afghanistan since 1996. Medair has a proven capacity to implement multi-sector programs across Afghanistan which respond to WASH needs, food insecurity and on Health and Nutrition. Medair has intentionally established strong relationships with local leaders, related directorates and ministries which have enabled programs to significantly improve water quality, food security and child and mother health in vulnerable contexts. The program to be evaluated targeted vulnerable communities in Daykundi and Uruzgan Provinces through WASH and cash transfer programming to improve WASH access and increase the food security for crisis-affected households. The project started on 1st of May 2022 and runs until 31<sup>st</sup> of October 2023.

#### 1.1.1 Project Goal

The primary goal of the project is to address emergency needs resulting from drought, COVID-19, and conflict, which have eroded existing coping mechanisms, through provision of Food Assistance and WASH support. This goal aligns with BHA's mission of saving lives, alleviating human suffering, and reducing the impact of disasters by helping people in need become more self-reliant.

#### 1.1.2 Theory of Change

The theory of change is that **IF** communities are given assistance to meet their immediate needs, **THEN** further negative coping strategies will not be employed and detrimental health outcomes may be prevented or reduced. Specifically, **IF** targeted communities are provided with food assistance, **THEN**

beneficiaries can purchase essential food items and improve food security, reducing risk of malnutrition, upholding their dignity and preventing the erosion of their assets.

**IF** communities are supported to improve water retention and management structures, **THEN** their resilience to future climate shocks (droughts and flooding) is improved, potentially saving lives.

**IF** beneficiaries are provided access to safe water **AND IF** beneficiaries are provided hygiene supplies, **THEN** preventative hygiene behaviors can be implemented to reduce disease transmission, **AND THEN** the incidence and risk of communicable disease transmission is reduced, **IF** the incidence and risk of communicable disease transmission is reduced **THEN** mortality and morbidity will decrease.

### 1.1.3. Purposes Overview

#### **Sector: Food Assistance**

##### ***Sub-Sector: Unconditional Food Assistance***

**Purpose 1:** Affected population have access to adequate food consumption that ensures their survival, upholds their dignity, prevents the erosion of their assets and builds resilience, within the timeframe of this action

**Output 1.1:** Unconditional food assistance provided to selected beneficiaries through cash distributions.

#### **Sector: WASH**

**Purpose 2:** Reduced incidence and risk of communicable disease transmission AND reduced rates of mortality and morbidity caused by communicable disease transmission

##### **Sub-Sector: Water Supply**

**Sub-Purpose 2.1:** Affected population experience improved, equitable and affordable to sufficient quantities of safe water to meet their drinking and domestic needs, within the timeframe of this action

##### **Output(s):**

**Output 2.1.1:** Rehabilitated/newly constructed and/or developed water supplies increase the availability and accessibility of safe water for meeting the drinking and domestic needs of the affected population.

**Output 2.1.2:** Rehabilitated/newly constructed drought resilience infrastructure and water management features help increase infiltration rates and maintain water levels – at the same time protecting water sources from damage and contamination from flooding events.

##### **Sub-Sector: WASH NFI**

**Sub-Purpose 2.2:** Affected population have access to and use appropriate items that support establishing and maintaining good hygiene practices, health, dignity and well being

**Output 2.2.1:** WASH NFIs provided to selected beneficiaries through distributions.

## 2. Targeted Locations and Beneficiaries

The project targeted 64,785 beneficiaries across 2 provinces. The following table illustrates the number of beneficiaries targeted to directly receive services from the project and the breakdown of the beneficiaries in different sectors, cognizant that the number of beneficiaries as one community may receive multiple aid intervention.

Table 1: targeted location and beneficiary information

Sector	Province	District	Number of Beneficiaries Targeted
WASH	Daykundi and Uruzgan	Khedir, Miramor, Chinarto, Chora	64,785 (F 31,399 & M 33,386)
Food Security	Daykundi and Uruzgan	Khedir, Miramor, and Chinarto, Chora	49,875 (F 23,940 & M 25,935)

## 3. Evaluation type

The evaluation will be a progress (mixed-methods performance) evaluation and will encompass a broad range of evaluation methods that will incorporate before-after comparisons and will seek to address descriptive, normative and/or cause and effect questions. It will consist of both quantitative and qualitative data. However, only qualitative study will be conducted at this stage since the baseline and endline studies had already been completed. Data will be pulled from baseline, endline and other sources including the project’s performance monitoring data such as needs assessments report, monthly, quarterly, and annual outcome monitoring reports and project review reports, indicators tracking table (ITT) etc.

### 3.1 Evaluation Purpose and Objectives

The main purpose of the end-term evaluation will be to assess the impact, appropriateness, relevance, effectiveness, and sustainability of the BHA-funded activities. The end-term evaluation will also help to draw key lessons learnt and the best practices, if any. In particular, the proposed evaluation will answer the following five questions:

- i. Is the intervention doing the right things? (Relevance)
- ii. Is the intervention achieving its objectives? (Effectiveness)
- iii. How well are resources being used? (Efficiency)
- iv. What difference does the intervention make? (Impact)
- v. Will the results last? (Sustainability)

The project evaluation will be shaped by the following specific evaluation objectives.

- **Relevance and Appropriateness** - It will assess design and focus of the project, identifying whether the program was properly designed to meet targeted needs and whether it achieved its overall objectives.

- **Effectiveness/Efficiency** - Efficiency measures the outputs qualitative and quantitative – achieved as a result of inputs. This generally requires comparing alternative approaches to achieving an output, to see whether the most efficient approach has been used. Instead, effectiveness measures the extent to which an activity achieves its purpose, or whether this can be expected to happen on the basis of the outputs. Implicit within the criterion of effectiveness is timeliness.
- **Sustainability** - It will interview stakeholders, including beneficiaries, to understand to what extent the achievements of the projects are likely to be continued upon project exit. It will also assess effectiveness of the exit strategy in guiding the project towards a sustainable exit and what improvements could be made.
- **Cross-cutting issues** - It will measure capacity strengthening among staff, Community Volunteers & local partner support staff. Other areas to be assessed will include gender inclusivity, protection mainstreaming, disability inclusion, participation and accountability, and environmental protection.

- **Relevance / Appropriateness**

Assess design and focus of the project, identify if the program was properly designed to meet targeted needs, which can be assessed through document reviews by comparing the program with Humanitarian Response Plan.

- To what extent did the Project achieve its overall objectives?
- What and how much progress has been made towards achieving the overall outcomes of the project?
- To what extent were the results (impacts, outcomes and outputs) achieved?
- Were the inputs and strategies identified, and were they realistic, appropriate and adequate to achieve the results?
- Was the project relevant to the identified needs?

- **Effectiveness**

Describe the management processes and their appropriateness in supporting delivery, which can be assessed by beneficiary interviews.

- Was the project effective in delivering desired/planned results?
- To what extent did the Project's M&E mechanism contribute in meeting project results?
- How effective were the strategies and tools used in the implementation of the project?
- How effective has the project been in responding to the needs of the beneficiaries, and what results were achieved?
- What are the future intervention strategies and issues?
- To what extent have Health awareness sessions been contributed to increase public awareness? To what extent is this leading to a change in behavior?

- **Impact**

- To what extent has the project had the desired impact?

The impact to be measured here is not about assessing the amount of change that can be attributed to the project activities, but rather assessing the before-after comparisons between baseline and endline.

- **Efficiency** of Project Implementation, which can be assessed by internal audit or qualitative survey
  - Was the process of achieving results efficient? Specifically did the actual or expected results (outputs and outcomes) justify the costs incurred? Were the resources effectively utilized?
  - Could a different approach have produced better results?
  - How efficient were the management and accountability structures of the project?
  - How did the project financial management processes and procedures affect project implementation? How project support functions (Logs, Finance, HR/Admin and Security) provided support individually or in synergy contribute positively or negatively in the achievement of project objectives depending on how efficient they are provided?
  - What are the strengths, weaknesses, opportunities and threats of the project's implementation process?

- **Sustainability**, can be assessed by interview of stakeholders and beneficiaries

To what extent are the benefits of the projects likely to be sustained after the completion of this project?

- What is the likelihood of continuation and sustainability of project outcomes and benefits after completion of the project?
- How effective were the exit strategies, and approaches to phase out assistance provided by the project including contributing factors and constraints?
- Describe key factors that will require attention in order to improve prospects of sustainability of Project outcomes and the potential for replication of the approach?
- How were capacities strengthened at the individual and organizational level (including contributing factors and constraints)?
- Describe the main lessons that have emerged?
- What are the recommendations for similar support in future?

(NB. The recommendations should provide comprehensive proposals for future interventions based on the current evaluation findings).

- **Cross-cutting issues**

How did Medair address the following cross cutting issues during the action?

- Capacity building: of the food security & WASH staff, Community Hygiene Volunteers, Community Supervisors and so on.
- Protection: in the design of WASH infrastructure, have protection issues been addressed through the constructions?
- Participation and accountability: During the action has Medair endeavored to keep relevant authorities apprised on planned activities and the progress on the activities?
- Have beneficiaries been actively asked their opinions on the services Medair has provided and have results been shared?
- Disability: Involvement of the disabled among the population and ensuring access to services despite their disability.
- Environmental protection: Ensuring protection of the environment and prevention of environmental degradation.

### 3.2 Evaluation Target Audiences

The project evaluation intended to benefit multiple stakeholders that have been involved directly or indirectly in the project implementation process. The following are the key stakeholders that will be involved in the evaluation process:

- Project participants (women and men)
- Community Leaders
- Water User Committees
- Departments of Economic in targeted provinces
- Provincial Rural Rehabilitation and Development in targeted provinces
- District department of Agriculture Irrigation and Livestock (DAIL)
- The Bureau for Humanitarian Affairs (BHA)

## 4. Study Design

The consultant is expected to design the evaluation as per the requirement outlined in the M&E plan and Abbreviated Statement of Work annexed to this document. The design of the evaluation study should go beyond measuring the outcome indicators of the project (results will be provided to consultant on indicators) but also provide additional information and recommendations to improve the design of the activities, targeting and enrich understanding of the context of the project's future designs/activities. The evaluation will summarize the final performance of the project, success stories, best practices, lessons learned, strengths and challenges in the activity design and the perceptions of staff, participants, and other stakeholders. We will be conducting qualitative data collection focusing on the project beneficiaries through Key Informant Interviews (KIIs), in-depth interviews, Focus Groups Discussions (FGDs) and direct observation from completed project interventions of Disaster Risk Reduction features (water management structure) in Daikundi and Water Points (provision of water supply facilities) in Uruzgan.

### 4.1 Evaluation Methodology

The consultant will be expected to use the mixed-methods performance evaluation as recommended in the BHA Emergency M&E Guidelines to assess the before-after comparisons between baseline and endline. Data seeking to establish the relevance of the interventions and whether the interventions have caused a significant change in the lives of the beneficiaries will be obtained through qualitative approaches.

Field primary data collection process will only apply to qualitative study, since Medair has already collected endline quantitative data for each indicator (see below under “document reviews” the description of existing quantitative data).

If the consultant determines that he/she needs additional primary data in order to answer all or some of the evaluation questions, this should be agreed upon during the inception report phase. However, for primary quantitative data, Medair expects the Consultant to adhere to the following:

If required, additional quantitative data will be collected using a quantitative approach that involves drawing a representative sample from the project beneficiaries' list. The surveys will therefore be beneficiary-based and be administered to the project beneficiaries. The sampling frame will only include beneficiaries, and the sampling design should ensure results of the survey are representative of the

entire cohort of beneficiaries with the relevant level of precision. The sampling methodology for the quantitative data gathering will be informed by the prior surveys to enable comparison of findings.

A detailed evaluation methodology will be designed by the Consultant in consultation with and submitted before the inception meeting for review by Medair Afghanistan MEAL manager, Food Security and WASH Deputy/Advisors, DCD and the GSO MEAL Advisor. The detailed design of methodology must include the following.

- The evaluation designs.
- Sampling frame for qualitative.
- Data collection instruments, protocols and procedures
- Procedures for analyzing qualitative data
- Data presentation/dissemination methods.
- Report writing and sharing etc.

Participation of stakeholders in the evaluation should be maintained, reflecting opinions, expectations and vision about the contribution of the project towards the achievement of its objectives. The consultant is expected to conduct field missions to obtain the necessary qualitative data that provides evidence of the performance of the project. The evaluation should be conducted mainly through secondary data review, focus group discussions, in-depth interviews, key informant interviews with project stakeholders, including beneficiaries, as well as direct observation. The key data collection methods will include the following:

- **Document reviews** including the project proposal, needs assessment, monthly, quarterly, and annual outcome monitoring reports and project review reports, ITT, post distribution monitoring reports, baseline data/report, log frame, monthly/quarterly/semi-annual and annual, endline data results, training reports, and success stories. In addition, relevant district-level secondary data will be reviewed. Data sources include IPC Analyses, Market Monitoring, Cluster partner WASH assessments, Whole of Afghanistan Assessment, FEWSnet drought impacts and climate trends over the project period, and other relevant documents and reports.
- **Focus Group Discussions (FGDs)** - FGDs on the implemented WASH and Food Security activities will be undertaken with a selected number of the project participants (also see 4.2. Sampling) in the targeted communities with full consideration of gender, age, disability. The FGDs for male and female project participants will be conducted separately. During the FGDs, data collectors will inquire about different aspects of the project interventions including project sustainability, resilience, services availability, and project impact.
- **Key Informant Interviews (KIIs)** with Community workers, and relevant governmental district and provincial departmental heads as mentioned in the Evaluation Target Audiences section (also see 4.2 Sampling). The Consultant will be expected to employ use of mobile data collection leveraged on Open Data Kit (ODK, Kobo) platform.
- **In-depth interviews** with key Project staff and Support staff (Finance, MEAL, Logs/HR/Admin and Security) who contributed to the delivery of the project activities.
- **Direct observation** from project interventions which are completed such as; Disaster Risk Reduction construction/feature (water management structure) in Daikundi and Water Point (provider facilities) in Uruzgan.

For data collection, the consultant should ensure procedures are in place to adequately address ethical issues that may arise. This includes putting in place a process for informed consent, privacy,

confidentiality, integrity, and possibly approvals from ethics committee for data collection, depending on requirements.

The above-described methodology is indicative, the consultant is expected to provide a detailed methodology and work plan.

## 4.2 Sampling

The list of targeted districts, villages and beneficiaries will be shared with the consultant. Since the evaluation has a qualitative design, the sampling methodology will follow the principles of purposive sampling. As a result, for the KIIs, FGDs, and in-depth interviews with Medair staff, the participant individuals and groups will be selected purposely. The consultant is expected to conduct 96 key informant interviews with community leaders, water user committees, governmental district and provincial departmental heads, 26 in-depth interviews with key Medair project & support staff and 35 FGDs with the project beneficiaries (women, men, PwD) accordingly. Each FGD will be held with a preferred 8 individuals per FGD, but the total number can range between 6 to 12 individuals. Female and male FGDs will be conducted separately. In doing so, representation of people with disabilities has to be ensured.

*Table 2: List of Key Informant Interviews with stakeholders in Daikundi & Uruzgan provinces*

	<b>Name of the stakeholders</b>	<b># Key informants' interviews</b>
1	Community Leaders	74 <sup>1</sup>
2	Water User Committees	16, only in Uruzgan (4 in Chinarto and 12 in Chora districts)
3	Department of Economy in targeted provinces	2 (one per province)
4	Provincial Rural Rehabilitation and Development Department in targeted provinces	2 (one per province)
5	District Department of Agriculture, Irrigation and Livestock (DAIL)	2, only in Daikundi
Total		96

*Table 3: Focus Group Discussions with beneficiaries in Daikundi & Uruzgan provinces*

<b>Name of the stakeholders</b>	<b># of FGDs</b>	<b># of project participants</b>
Project participants (women and men)	35 <sup>2</sup>	280 (104 female, 176 male)
Total	35	280

*Table 4: List of in-depth interviews with stakeholders in Daikundi, Uruzgan and Kabul Office*

<b>In-depth interviews with stakeholders in Daikundi, Uruzgan and Kabul Office</b>	
WASH/Food Security Adviser	1

<sup>1</sup> 74 (12 in Chora, 18 Chinarto, 21 in Khedir and 23 in Miramor districts)

<sup>2</sup> 35 (6 in Chora, 9 Chinarto, 10 in Khedir and 10 in Miramor districts)

WASH and/or Food Security (Project) Managers	4 (2 per province, 2 per sector)
WASH and Food Security Supervisors	4 (2 per province, 2 per sector)
WASH and Food Security Officers	4 (2 per province, 2 per sector)
Volunteers/Promoters	4 (2 per province)
Finance Manager	1
Logistics manager	1
HR Manager	1
MEAL Manager	1
Security Officer	1
Project Coordinators	2 (1 per province)
Project Support Managers	2 (1 per province)
Total	26

If there is a need for the Consultant to collect additional primary data in order to reply to the research questions, the exact methodology and sampling to be used will depend on what kind of information he/she needs and agreement on this will be reached during inception.

#### 4.4 Analysis plan

A detailed analysis plan will be developed during the inception report, using indicator definitions and data collection tools, as well as the procedures used to analyse the data collected to answer the evaluation questions. Key data analysis will be comparative analysis of quantitative data collected at baseline and endline. This analysis will be used for determining the statistical differences/associations between factors. Qualitative data and project monitoring data will be analyzed and used for triangulation with quantitative data to develop an in-depth understanding, project relevance, effectiveness, efficiency, etc., and to help in formulating relevant recommendations and inform decision making. It is recommended that the consultant uses SPSS statistical package for the comparative data analysis. Data will need to be disaggregated by gender (men and women), people with disability, and age groups (Age: ≤19 years, 20-29 years, 30+ years).

#### 4.5 Evaluation Deliverables

- The consultant will provide the following deliverables [in alignment with BHA guidelines](#):
- **Inception Report:** including detailing the approach and methodology to be used and sample size calculations, a detailed execution plan, data-collection tools.
- **Data Collection Tools:** including all questionnaires, interview guides, focus group discussion guides, Translation of tools into local languages (Dari, Pashto) etc. Tools are expected to be finalized after Medair review and piloting.
- Data entry software designed for survey (for use with mobile devices)
- **Hiring Data Collectors:** This includes hiring of data collectors both (male and female) for each intervention provinces and cover all the expense for the data collection process. Considering the social norms and current situation, the female enumerators must be included during data collection in the field, the female enumerators can play a critical role to the quality of data collected—particularly in face-to-face interview/survey which should not be ignored.
- **Facilitation of Training Event(s):** including M&E focal points/ enumerator training on tool use and ethics including child protection and informed consent.
- **Raw Data Files:** including raw and cleaned datasets, transcripts/notes, codebook, etc, should be translated into English.

- **Draft Report:** using the provided template and closely following BHA requirements and standards and submitted to Medair within an agreed timeline between Medair Afghanistan and the consultant (soft copy).
- **Validation Workshop:** summarizing key findings and recommendations is presented in the validation workshop for Medair and identify key findings. The consultant should conduct the validation workshop prior to the drafting of the final report so to have an abstract of the findings to discuss with Advisers, PCs, MEAL, and PMs to acquire their input to have a comprehensive final product.
- **Final Report:** the final report (soft copy) should be provided in English.

#### 4.6 Timeframe

In total, the consultant will be expected to complete the Evaluation in 90 working days. The consultant will receive a briefing at the country office, will collect data in the field, write the report and will give a final oral briefing of the findings at the country office.

Table 5: timeline

Activity	Estimated Timeline (2023)	Persons Responsible
Development of the ToR for Evaluation	June/July 2023	MEAL manager (reviewed by Sector Advisers, DCD and MEAL adviser)
Consultancy hiring process	August 2023	Logistics manager
Selection of consultancy for evaluation study	24 Aug	MEAL manager, Sector Advisers, and DCD
The consultancy will prepare Inception report, data collection tools	14 Sep	Consultant
Review the Inception, Methodology and Tools	25 Sep	MEAL manager, Sector Advisers, and DCD
Translation of the data collection tools and interview guidelines in local languages (Dari, Pashto)	5 Oct	Consultant
Upload data collection tools to OKD/KOBO platform	10 Oct	Consultant
Hiring data Enumerators both (male and female) by consultant	12 Oct	Consultant
Training for data collectors	15 Oct*	Consultant
Data Collection phase	16 – 30 Oct*	Consultant
Data cleaning and Analysis	9 Nov	Consultant
First Draft Report	20 Nov	Consultant
Validation Workshop/presentation	25 Nov	Sector Advisers, DCD, MEAL adviser and MEAL manager
Final Report Submission	28 Nov	Consultant

\*Exact dates will depend on when the final Cash for Food distribution in Uruzgan (Chinarto district) has been finalised.

#### 4.7 Evaluation Findings Dissemination

Results and recommendations will be made available to interested stakeholders by coordination of senior management. The Executive Summary, Final Report and any primary data collected will be submitted to and be the property of Medair Afghanistan. If particular sections of the evaluation are deemed useful or informative for the greater humanitarian community as lessons learned or opportunities to improve Programming, Medair reserves the right to create a separate report with excerpts from the final evaluation report to share with the wider community. At the key findings stage, Medair may request that the consultant produce such a report along with the final evaluation report.

#### 4.8 Evaluation Team Composition

The consultant (external to Medair) must have proven expertise and experience in social research, including experience in WASH, and Food Security sectors in humanitarian emergency responses, and be able to implement the research in Afghanistan.

- Hold a minimum educational qualification equivalent to a Master's degree in Economics, Political or Social Sciences, Statistical Analysis, International Development, or related field.
- Have a good knowledge of mobile and statistical data collection software (such as Kobo, ODK,) and statistical packages (such as SPSS, STATA, R etc.)
- Expert in MEAL in humanitarian contexts and familiar with BHA M&E standards for endline evaluation.
- Understanding of MEAL strategies and frameworks, SOPs, other foundational MEAL structures and processes
- Specific experience in evaluating BHA projects
- Have expertise and experience in social science research, including mixed methods and notably quantitative and qualitative primary data collection methods
- Have expertise and experience in research, monitoring and evaluation in humanitarian emergency response contexts, preferably related to the [WASH and Food Security] issues, as well as related technical standards
- Proven capacity for analysing and synthesizing comprehensive information and technical data
- Ability to write clear and well-argued assessment and project reports
- Excellent written and spoken English including editing documents in English
- The capacity and willingness to be extremely flexible and accommodating in difficult working circumstances
- Extensive experiences with Resilience programs and humanitarian work in fragile states
- Commitment to the aims, vision, and principles of Medair.

Upon agreement of the study plan and tools, the consultant will train the enumerators. Considering the social norms and current situation, the female enumerators must be included during data collection in the field, the female enumerators can play a critical role to the quality of data collected—particularly in face-to-face surveys which should not be ignored. The consultant should make sure that at least 50% of the people being interviewed are women (by female enumerators in person, not phone) with the mahram of the female enumerator, if any, keeping appropriate distance.

#### 4.9 Ethical approval and considerations

All participants will be asked for informed consent verbally. No participants will be forced to provide information for the study; all participation is voluntary. The survey objectives will be clearly explained to all the survey participants before gathering data from them. The enumerators will abstain from collecting data from those who deny or show any kind of disinterest in providing information. The enumerators must be committed to maintaining the privacy of survey participants' information and sources of data as well as making every effort to be unbiased in collecting data. No sick participant or the corresponding households (especially those with COVID-19 signs/symptoms) will be included in the survey, and all IPC (Infection prevention and control) measures will be followed during the study. Female respondents will be provided means to participate in the evaluation with a female enumerator (in person). The consultancy and the enumerators will be required to adhere to Medair's Code of Conduct, Harassment Policy, and PSEA policy.

#### **Security and Facilities Arrangement by Consultant**

The consultant will be responsible for its own arrangement for security, transportation, communications, accommodation and insurance towards implementation of this assignment as well as in the field during data collection.

### 5. Evaluation Report Structure

**Title and Opening pages** (front matter)—should provide the following basic information:

- i. Name of the project evaluated
- ii. Time frame of the evaluation and date of the report
- iii. Project location (province)
- iv. Medair logo
- v. Acknowledgments

**Table of Contents**-including boxes, figures, tables, and annexes with page references.

#### **List of acronyms and abbreviations**

#### **Executive Summary**

A stand-alone section of two to three pages that should:

- Briefly describe the project that was evaluated.
- Explain the purpose and objectives of the evaluation, including the audience for the evaluation and the intended uses
- Describe key aspects of the evaluation approach and methods.
- Summarize principle findings, conclusions, and recommendations.
- Include a summary table displaying the figures (scores) for each indicator at baseline and at end line, with elaboration on the statistical significance of differences.

#### **Introduction**

- Explain why the evaluation was conducted (the purpose), why the intervention is being evaluated at this point in time, and why it addressed the questions it did.
- Identify the primary audience or users of the evaluation, what they wanted to learn from the evaluation and why and how they are expected to use the evaluation results.
- Identify the project that was evaluated
- Acquaint the reader with the structure and contents of the report and how the information contained in the report will meet the purposes of the evaluation and satisfy the information needs of the report's intended users.

### **Description of the Intervention**

Provide the basis for report users to understand the logic and assess the merits of the evaluation methodology and understand the applicability of the evaluation results. The description needs to provide sufficient detail for the report user to derive meaning from the evaluation. The description should:

- Describe what is being evaluated, who seeks to benefit, and the problem or issue it seeks to address.
- Explain the expected results map or results framework, implementation strategies, and the key assumptions underlying the strategy.
- Link the intervention to Medair Afghanistan's national strategy
- Identify any significant changes (plans, strategies, logical frameworks) that have occurred overtime and explain the implications of those changes for the evaluation
- Identify and describe the key stakeholders involved in the implementation and their roles.
- Describe the scale of the intervention, such as the number of components (e.g., phases of a project) and the size of the target population for each component.
- Indicate the total resources, including human resources and budgets.
- Describe the context of the social, political, economic, and institutional factors, and the geographical landscape within which the intervention operates and explain the effects (challenges and opportunities) those factors present for its implementation and outcomes.
- Point out design weaknesses (e.g., intervention logic) or other implementation constraints (e.g., resource limitations).

### **Evaluation Scope and Objectives**

Provide a clear explanation of the evaluation's scope, primary objectives and main questions.

- Evaluation scope-define the parameters of the evaluation, for example, the time period, the segments of the target population included, the geographic area included, and which components, outputs or outcomes were and were not assessed.
- Evaluation objectives-spell out the types of decisions evaluation users will make, the issues they will need to consider in making those decisions, and what the evaluation will need to achieve to contribute to those decisions.
- Evaluation criteria-define the evaluation criteria or performance standards used. The report should explain the rationale for selecting the particular criteria used in the evaluation.
- Evaluation questions-evaluation questions define the information that the evaluation will generate. The report should detail the main evaluation questions addressed by the evaluation and explain how the answers to these questions address the information needs of users.

### **Evaluation Approach and Methods**

The evaluation report should describe in detail the selected methodological approaches, methods and analysis; the rationale for their selection; and how, within the constraints of time and money, the approaches and methods employed yielded data that helped answer the evaluation questions and achieved the evaluation purposes. The description should help the report users judge the merits of the methods used in the evaluation and endline survey and the credibility of the findings, conclusions and recommendations. The description on methodology should include discussion of each of the following:

- Data sources-sources of information (documents reviewed and stakeholders), the rationale for their selection and how the information obtained addressed the evaluation questions.
- Sample and sampling frame-the sample size and characteristics; the sample selection criteria, the process for selecting the sample and the extent to which the sample is representative of the entire target population, including discussion of the limitations of the sample for generalizing results.
- Data collection procedures and instruments-methods or procedures used to collect data, including discussion of data collection instruments (e.g., interview protocols), their appropriateness for the data source and evidence of their reliability and validity.
- Performance standards-standard or measure that will be used to evaluate performance relative to the evaluation questions (e.g., national or regional indicators, rating scales).
- Stakeholder engagement-stakeholders' engagement in the evaluation and how the level of involvement contributed to the credibility of the evaluation and the results.
- Background information on evaluators-the composition of the evaluation team, the background and skills of team members and the appropriateness of the technical skill mix, gender balance and geographical representation for the evaluation.
- Major limitations of the methodology-major limitations of the methodology should be identified and openly discussed as to their implications for evaluation, as well as steps taken to mitigate those limitations.
- Data analysis-procedures used to analyze the data collected to answer the evaluation questions. It should detail the various steps and stages of analysis that were carried out, including the steps to confirm the accuracy of data and the results. Data from the end line survey should be systematically compared with data from the baseline survey and the difference between baseline and end line values should be tested for statistical significance and discussed. The report also should discuss the appropriateness of the analysis to the evaluation questions. Potential weaknesses in the data analysis and gaps or limitations of the data should be discussed, including their possible influence on the way findings may be interpreted and conclusions drawn.

## **Findings and Conclusions**

Present the evaluation findings based on the analysis and conclusions drawn from the findings.

**Findings**- presented as statements of fact that are based on analysis of the data. The evaluation findings should be structured around the key evaluation questions and project indicators so that report users can readily make the connection between what was asked and what was found. Variances between planned and actual results should be explained, as well as factors affecting the achievement of intended results. The assumptions or risks in the project design that subsequently affected implementation should also be discussed.

**Conclusions**-this section should be comprehensive and balanced, and highlight the strengths, weaknesses and outcomes of the intervention. The conclusion section should be well substantiated by the evidence and logically connected to the evaluation findings. It should respond to key evaluation questions and provide insights into the identification of and/or solutions to important problems or issues pertinent to the decision-making.

**Recommendations**-the Evaluation Lead should provide practical, feasible recommendations directed to the intended users of the report about what actions to take or decisions to make. The recommendations should be specifically supported by the evidence and linked to the findings and conclusions around key questions addressed by the evaluation. This should address sustainability of the initiative and comment on the adequacy of the project exit strategy.

**Lessons Learned** - the report should include discussion of lessons learned from the evaluation, that is; new knowledge gained from the particular circumstances (intervention, context outcomes, even about the evaluation methods) that are applicable to a similar context. Lessons should be concise and based on specific evidence presented in the report.

### **Report Annexes**

Annexes shall include the following to provide the report user with supplemental background and methodological details that enhance the credibility of the report:

- ToR for the evaluation
- Additional methodology-related documentation, such as the evaluation matrix and data collection instruments (questionnaires, interview guides, observation protocols, etc.) as appropriate
- List of individuals or groups interviewed or consulted and sites visited
- List of supporting documents reviewed
- Project results map or results framework
- Summary tables of findings, such as tables displaying progress towards outputs, targets, and goals relative to established indicators.
- Other submissions
  - Soft copy of raw data set for any quantitative data.
  - Soft copy of cleaned data set for any quantitative data.
  - Soft copies of data collected during qualitative data collection exercises (i.e. interview notes)

### **Authority and Responsibility**

Medair will establish an evaluation team to oversee all the related tasks. The MEAL manager will be responsible for the overall coordination of all the evaluation tasks with the Consultant. In addition, the Deputy Country Director, WASH & FS Adviser, WASH Deputy Adviser and GSO MEAL Adviser among other project staff will provide all the necessary technical support required throughout the evaluation process.

### **Documents**

The key documents to be reviewed for the evaluation study are as follows:

- Project document (needs assessment, proposal, log frame)

- Baseline and endline Report
- Monthly, quarterly, semi-annual and annual, outcome monitoring reports
- Training reports
- Success stories
- Any district level secondary data and other relevant documents and reports.

**ANNEXES****Annex A: M&E Plan****Annex B: Indicator Tracking Table (ITT)****Annex C: Performance Indicator Reference Sheets (PIRS)****Annex D: Report Template**